

Personal Letterhead

- BOLD
- CENTER
- BOTTOM BORDER
- GROW NAME
 - Click 7 Times

Lucy Letter

123 Winner's Road
New Employee Town, PA 12345
(203) 555-1234
mslucyletter@gmail.com

December 11, 2011

3 Lines Below Bottom Border

4 Lines Below Date

Ernie English

1234 Writing Lab Lane
Write City, IN 12345

Include Title and Name of Company, if provided

Dear Mr. English: ← Salutation

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

Signature Box

Lucy Letter

4 Lines Below Closing